

City of Houston

LOBBY REGISTRATION FORM, ACTIVITIES REPORT, AND TERMINATION NOTICE

Instruction Guide

November 1998

**Office of the City Secretary, P.O. Box 1562, Houston, Texas 77251
Phone: (713) 247-1840**

**Public Level, City Hall Annex
900 Bagby
Houston, Texas 77002**

CITY OF HOUSTON
LOBBYING REGISTRATION AND ACTIVITIES REPORTING
INSTRUCTION GUIDE

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CITY OF HOUSTON LOBBY ACTIVITIES REPORT

COVER SHEET

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LOBBY TERMINATION NOTICE

CORRECTED CITY OF HOUSTON LOBBY ACTIVITIES REPORT

AND GOOD-FAITH AFFIDAVIT

Note: In addition to the provisions of the City of Houston Lobbying Ordinance, effective November 24, 1998 (Art. V, Ch. 18, Code of Ordinances), Texas law prohibits certain types of expenditures benefiting municipal officers and employees and places caps on certain other types of expenditures benefiting municipal officers and employees.

City of Houston LOBBY REGISTRATION AND REPORTING Form

— Instruction Guide

GENERAL INSTRUCTIONS

Copies of Article V, Chapter 18 of the Code of Ordinances, Houston, Texas, (lobby ordinance) are available from the Office of the City Secretary upon payment of the required charge of 10¢ per page.

The following instructions are substantially similar to those used by the State of Texas. References in parentheses are to sections of the City of Houston Code of Ordinances.

DEFINITIONS.

Refer to Sec. 18-71 for applicable definitions.

FILLING OUT THE FORMS.

All forms must be either typewritten or handwritten in ink.

PHOTOCOPIES OF FORMS.

You may use photocopies of blank City of Houston forms. Any form filed with the City Secretary, however, must have an original signature.

Note: You should retain copies of all reports filed with the City Secretary.

REQUIRED FILING OF DUPLICATE RECORDS.

Each person required to file a registration or report shall file:

- The original registration or report; and
- One photocopy or other exact duplicate of the original registration or report.

FILING DEADLINES.

A registration form must be filed by a person meeting either the compensation or expenditure threshold of \$200 in a calendar quarter not later than 5 working days after the first direct communication with a member of the legislative or executive branch that requires the person's registration. (Sec. 18-74(a)). For purposes of

registration, a direct communication includes a gift or transfer of anything of value to a member as an expression of good will or the extension of hospitality to a member even if no business is discussed.

If you are registered as a lobbyist with the Office of the City Secretary, you are required to file quarterly reports on your lobby expenditures as well as any amended registration information. The quarterly reports are due no later than the tenth day of the month following each calendar quarter covering lobby activities that occurred during the preceding quarter unless no reportable activity occurred during that quarter.

A document is considered "filed" with the City Secretary *once received* on either:

- (1) the workday it is hand-delivered, as long as it is received by 5 p.m.; or
- (2) the date it is mailed, as evidenced by the post office cancellation mark or a receipt mark from a common or contract carrier. (A postage meter cancellation date is not, by itself, evidence of the date of mailing.) (Sec. 18-79).

Note: When a filing deadline falls on a City holiday or a weekend, the deadline is extended to the next City business day.

The Office of the City Secretary is located at 900 Bagby, Public Level, City Hall Annex, Houston, Texas 77002. The mailing address for the City Secretary is P.O. Box 1562, Houston, TX 77251.

CHANGES TO LOBBY REGISTRATION.

To change information provided in your initial LOBBY REGISTRATION, you must file a quarterly LOBBY ACTIVITIES REPORT showing the changed information.

REPORTING EXPENDITURES.

LOBBY EXPENDITURE. For reporting purposes, a "lobby expenditure" is an expenditure made to communicate to influence legislation or administrative action.

DATE OF EXPENDITURE. A lobby expenditure is made when the amount of the expenditure is readily determinable by the registrant or a person acting on his behalf who makes the expenditure. If the normal business of a vendor or service provider is to make the amount charged known by sending a bill after expenses are incurred, the date of the expenditure, for reporting purposes, is the date you receive the bill. If you pay for a restaurant meal with a credit card, however, your bill is the restaurant receipt, not the statement from the credit card company that arrives the following month.

REIMBURSED EXPENDITURES. You must report any lobby expenditure you make on the Lobbying Activity Report form, even if you were reimbursed for that expenditure (for example, by your employer or client).

EXPENDITURES MADE BY OTHERS ON YOUR BEHALF. A lobby expenditure made by someone else with your consent or ratification must be included on your Activities Report form.

NO DOUBLE REPORTING REQUIRED. You are not required to report a lobby expenditure that you know is being

reported by another person who is required or permitted to report that lobby expenditure.

APPORTIONING EXPENSES. You may reasonably apportion the expenditure you made for a group if you cannot determine the actual amount you spent for each person.

YOUR OWN EXPENSES. A lobby expenditure for your own transportation, food and beverages, lodging, or entertainment is not reportable.

TAXES AND TIPS. You do not have to include in the amount you report any sales tax or tip associated with a lobby expenditure.

QUESTIONS ABOUT COMPLIANCE. Questions from persons subject to the ordinance about compliance should be forwarded to the City of Houston Legal Department, Lobbying Advisory Committee, P.O. Box 1562, Houston, Texas 77251. Requests for an opinion about the application of the ordinance to the requestor in regard to a specified existing or hypothetical factual situation must be in writing, be signed, contain a return address, and provide sufficient detail to explain the question. All written requests and written opinions will be kept on file in the Office of the City Secretary and available for public inspection at all times. The pendency of a request will not serve to extend any applicable deadlines under the ordinance.

City of Houston LOBBY REGISTRATION Form

— Instruction Guide

FILLING OUT THE CITY OF HOUSTON LOBBY REGISTRATION FORM

REGISTRATION COVER SHEET

- 1. NUMBER OF REGISTRATION SCHEDULE A'S FILED.**
Indicate the number of Schedule A's filed with the Registration Cover Sheet. You must complete a separate Schedule A for each employer, client or person represented or if none, for each subject matter advanced on behalf of your own personal interests. Enter the total number of Schedule A's you are filing and grand total pages filed.
- 2. NATURE OF FILING.** (Sec. 18-74(b)).
Indicate whether filing is original or amended registration. If original registration, \$20 fee should be attached.
- 3. REGISTRANT NAME.** (Sec. 18-74(a)(1)).
Provide your name or name of registrant if different.
- 4. REASON FOR REGISTRATION.** (Sec. 18-72)
Indicate whether registration is required because of registrant expenditures or compensation or reimbursement, or both.
- 5. NATURE OF REGISTRANT.** (Sec. 18-74(a)).
Indicate whether registrant is an individual.
- 6. REGISTRANT'S BUSINESS.** (Sec. 18-74(a)(2)).
Describe nature of registrant's normal business and provide name of business, if any.
- 7. REGISTRANT ADDRESS.** (Sec. 18-74(a)(1)).
Give permanent street address.
- 8. REGISTRANT MAILING ADDRESS.** (Sec. 18-74(a)(1)).

Provide mailing address if different from permanent street address.

- 9. REGISTRANT PHONE NUMBER.** (Optional)
Provide business phone number or, if none, home telephone number.
- 10. REGISTRANT STATUS.** (Sec. 18-74(a)(4)).
Indicate if registrant is a lobby firm employee and, if so, provide the name, address and phone number (optional) of the firm.
- 11. SIGNATURE.** (Sec. 18-74(a)).
The City of Houston Registration Form must be signed and verified. If the registrant is an entity, the person who signs the registration form must be a person whose actions legally bind the organization, such as the owner, an officer or a director.

REGISTRATION SCHEDULE A: ENTITY, EMPLOYER, OR OTHER PERSON REPRESENTED; SUBJECT MATTER

Use a separate Registration Schedule A to report information concerning each entity, employer, or other person represented or, if none, each subject matter advanced on behalf of your own personal interest. (Sec. 18-74(a)).

Part 1—General Information

- 1. TOTAL PAGES OF SCHEDULE A'S FILED.**
Attach additional copies of Registration Schedule A as needed. Enter the total number pages. (Each side you complete counts as a page.) Number all pages.
- 2. REGISTRANT NAME.**
Provide registrant name as it appears on the Registration Cover Sheet.

3. PERSONAL REPRESENTATION.

Indicate whether you are representing only your own personal interest.

4. ENTITY, EMPLOYER, OR OTHER PERSON REPRESENTED. (Sec. 18-74(a)(2)).

Enter name, if any, or "none" as applicable.

5. MAILING ADDRESS OF PERSON REPRESENTED. (Sec. 18-74(a)(2)).

Enter address of entity, employer, or other person represented.

6. NATURE OF BUSINESS OR ORGANIZATION REPRESENTED. (Sec. 18-74(a)(2)).

Describe nature of the business or organization represented.

Part 2—Compensation or Reimbursement

7. COMPENSATION OR REIMBURSEMENT.

If you are registering because you received or reasonably expect to receive \$200 or more in compensation or reimbursement in the calendar quarter, not including your own travel, food, lodging or membership dues, complete Part 2 (Nos. 8-10). If not, check the box in No. 7 and skip to Part 3. (Sec. 18-72(a)(2)).

8. NATURE OF COMPENSATION OR REIMBURSEMENT. (Sec. 18-74(a)(5)).

Indicate whether your compensation or reimbursement is not contingent, totally contingent or partially contingent on the outcome of the lobbying effort.

9. STATUS OF COMPENSATION OR REIMBURSEMENT.

Indicate whether the compensation or reimbursement has been paid, has been earned but not received, or is prospective.

10. REGISTRATION FOR ENTITY. (Secs. 18-74(a)(4)).

Indicate whether you are registering for an entity. If so, enter the name, address and phone number (optional) of the entity.

Part 3—Expenditures

11. EXPENDITURES.

Indicate whether you have made or reasonably expect to make expenditures (both operational and to benefit a member) of \$200 or more in the calendar quarter, not including your own travel, food, lodging or membership dues. In computing the amount, include amounts under \$25 spent to benefit a member even though they are not reportable on your Lobby Activity Report. (Secs. 18-72(a)(1); 18-75(a)(2) and (3)).

Part 4—Subject Matter

12. SUBJECT MATTER. (Sec. 18-74(a)(3)).

Check the appropriate box(es) for the subject matter of the lobbying effort. Note that the list includes good will/hospitality, which may be applicable if no subject matter was discussed as part of a direct communication. Please describe the subject matter under "other" if it is not listed.

13. DESIGNATION. (Secs. 18-71, administrative action, municipal legislation; 18-74(3)).

Provide any applicable contract, agenda, docket, ordinance, motion or case numbers and the department, board, committee or other group that is related to the subject of the lobbying effort. If no designation is applicable, indicate by checking the box. Check the appropriate box if additional pages are attached with respect to No. 13.

City of Houston LOBBY ACTIVITIES REPORT

— Instruction Guide

FILLING OUT THE CITY OF HOUSTON LOBBY ACTIVITIES REPORT

Activities Cover Sheet

1. Number of Pages of Activity Schedules Filed.

Indicate which Activity Schedules you are filing. Enter the total number of Activity Schedules you are filing and grand total pages filed.

Changes in Registration Information.

If information on original registration has changed, also submit amended Registration Cover Sheet and Registration Schedule A. (Sec. 18-75(a)(1)).

2. Account Number. Provide the account number assigned to you by the City Secretary.

Contact the Office of the City Secretary (713) 247-1840 if you do not know your account number.

3. Registrant Name.

Provide registrant's name as listed on the LOBBY REGISTRATION COVER SHEET at the top of each page and Schedule of this form that you complete.

**4. Report Type:
Quarterly.**

Mark this box if you are filing a quarterly activity report. (Sec. 18-75(a)).

Final.

Your LOBBY REGISTRATION automatically terminates one year from the date of filing if not sooner terminated by the filing of LOBBY TERMINATION NOTICE and a LOBBY ACTIVITIES REPORT designated as a "FINAL" report. (Sec. 18-77(b)).

5. Report Deadline.

Quarterly reports are due the tenth day of the month following the end of a calendar quarter (January, April, July, and October). (Sec. 18-75(a)).

6. Period Covered.

Quarterly reports generally cover the preceding quarter. For example, a quarterly report due on April 10 covers the period from January through March 31. The first quarterly report following the effective date of the ordinance (November 24, 1998) is due by January 10, 1999, and covers the period November 24 - December 31, 1998. (Sec. 18-75(a)).

A **final report** covers the period that begins on the first day *after* your most recent LOBBY ACTIVITIES REPORT filed for this calendar year. The period ends on the date you file a "Final" report and a LOBBY TERMINATION NOTICE with the City Secretary. (Sec. 18-77(b)).

EXPENDITURE TOTALS:

7. Operational.

You must report operational expenditures by type of expenditure in Item 7. Do not include under operational expenses any expenditures for your own transportation, lodging, food, beverages, or entertainment or for your own attendance at political fund-raisers or charity events. (Sec. 18-75(a)(2)).

8-9. You must attribute the expenditures to the persons benefited. A lobby expenditure is attributed as follows:

- expenditures for *food or beverages*, to the person who consumed the food or beverage;
- expenditures for *transportation or lodging*, to the person for whom the transportation or lodging expenses were paid;
- expenditures for *entertainment* to the person for whom the admission or ticket price was paid; or
- expenditures for a *gift, including an award, or memento*, to the person receiving the gift, award, or memento.

Family of Legislative/Executive Branch Member and Others in Whose Welfare Member Is Interested.

Report total lobby expenditures attributable to a spouse or child of a member of the executive or legislative branch of City government or any other person in whose welfare the member is interested. (Secs. 18-71 and 18-2; "benefit")

8. Expenditures, Gifts and Honoraria to Benefit Member (\$250 or more).

If a lobby expenditure was for a gift, award or memento presented to an officer or employee of the executive or legislative branch of City government in connection with a nonreportable expenditure for the officer's or employee's attendance at a political fund-raising or charitable event, report the gift, award, or memento as a gift here and on Activities Schedule C.

9. Aggregate Expenditures, Gifts and Honoraria (less that \$250 but more than \$25).

You must also report the aggregate lobby expenditures, gifts and honoraria to benefit a member of less than \$250 but more than \$25 under Question 9 and on Activities Schedule C.

10. Individual Reporting for Entity.

Indicate whether or not you are filing the report on behalf of an entity. If yes, give name, address and telephone number (optional) of the entity. (Sec. 18-75(a)).

11. Signature.

The City of Houston LOBBY ACTIVITIES REPORT must be signed and verified. If the registrant is an entity, the person who signs the activity report must be a person whose actions legally bind the organization, such as the owner, an officer, or a director. (Sec. 18-75(a)).

**Activities
Schedule A:
Subject Matter**

Use Activities Schedule A to report the subject matter of your communications with officers and employees of the executive or legislative branch of City government during the reporting period. You must report the subject matter of such communications by you, by anyone you retain or employ to communicate on your behalf, or by anyone appearing on your behalf. You are not required to include subject matters you have already reported on your original or amended LOBBY REGISTRATION. (Sec. 18-75(a)(1)).

1. Total Pages of Activities Schedule A Filed.

Attach additional copies of ACTIVITIES SCHEDULE A as needed. After you have completed SCHEDULE A, count the total number of pages of SCHEDULE A and write the total in this box. (Each side you complete counts as a page.) Number all pages.

2. Registrant Name.

Provide registrant's name as it appears on the Registration Cover Sheet. (Sec. 18-75(a)(1)).

3. Account Number.

Provide your account number.

4. Subject Matter Categories.

Check all boxes that describe the general subjects about which you, anyone you retain or employ to appear on your behalf, or anyone who appears on your behalf communicated with an officer or

employee of City government during the reporting period. You are not required to check categories included on your lobby registration or on an amended registration. (Sec. 18-75(a)(1)).

5. Agenda, Contract, Ordinance, Motion, Case, or Docket Numbers.

List the docket, agenda item, ordinance, motion, case, or contract or similar number and the name of the City department, office or agency at which any administrative or legislative matter is pending about which you, anyone you retain or employ to appear on your behalf, or anyone who appears on your behalf communicated with an officer or employee of the executive or legislative branch of City government during the reporting period. Attach additional pages as necessary. (Secs. 18-71—administrative action; municipal legislation; 18-75(a)(1)).

**Activities
Schedule B:
Operational Expenses for Direct
Communication Other Than
Benefits to Members**

1. Registrant Name.

Provide registrant's name as it appears on Registration Cover Sheet. (Sec. 18-75(a)(1)).

2. Total Pages of Activities Schedule B Filed.

Attach additional copies of the Schedule B page as needed. After you have

completed Schedule B, count the total number of pages of Schedule B and write that number in the blank provided. Number each of the pages.

3. Operational Expense (Sec. 18-75(a)(2a)).

A. Total Compensation or Reimbursement to Persons Other Than Employees for Professional or Consulting Services in Amounts Less than \$500.

Enter aggregate of amounts under \$500. Indicate whether each item included in total is less than \$500.

B. Enter itemized information if over \$500.

You do not have to report any sales tax or tip paid in connection with the expenditure.

4. Other Professional Expenses (Advertising, Public Relations, Catering, etc.) (Sec. 18-75(a)(2b)).

A. Other Professional Expenses in Amounts Less than \$500.

Enter total of individual expenses in amounts under \$500. Indicate whether each item included in total is less than \$500.

B. Enter itemized information if over \$500.

You do not have to report any sales tax or tip paid in connection with the expenditure.

**Activities
Schedule C:
Expenditures, Gifts
and Honoraria to
Benefit a Member**

1. Registrant Name.

Provide registrant's name as it appears on your registration cover sheet.

2. Total Pages of Activities Schedule C filed.

Attach additional copies of the Schedule C page as needed. After you have completed Schedule C, count the total number of pages of Schedule C and write that number in the blank provided. Number each of the pages.

3. Expenditures, Gifts and Honoraria

3A. Itemized.

You must complete a separate entry on Schedule C for each officer or employee of the executive or legislative branch of City government to whom an expenditure, gift or honorarium of \$250 or more was given. Under 3A, provide the following:

Date.

Enter date of expenditure.

Beneficiary Name.

Provide the name of the officer or employee of the executive or legislative branch of City government to whom the expenditure, gift, or honorarium was given. Such items given to a member's family or other

persons in whose welfare a member is interested should be attributed to the member. (Sec. 18-75(a)(3)).

Description of Circumstances of Transaction.

Provide a general description of circumstances concerning the expenditure, gift, or honorarium. Do not include expenditures made for attendance of a member at political fund-raisers or charity events.

Expenditure Amount.

Report the amount spent as an exact amount. You do not have to report any sales tax or tip paid in connection with the expenditure.

3B. AGGREGATE INDIVIDUAL EXPENDITURES, GIFTS, OR HONORARIA OF LESS THAN \$250 BUT MORE THAN \$25

You must also report the aggregate amount of individual expenditures to benefit a member of less than \$250 but more than \$25. Do not include expenditures made for attendance of a member at political fund-raisers or charity events.

**Activities
Schedule D:
Exchanges with Member's
Business Entity**

You must also report each business entity in which you know or have reason to believe that a member is a proprietor, partner, director, officer, manager, employer or employee or has a substantial interest within the meaning of

Chapter 171, Texas Local Government Code and with which you have engaged in an exchange of money, goods, services or anything of value, totaling \$250 or more in a calendar quarter. (Sec. 18-75(a)(4)).

Under § 171.002 a person has a substantial interest in a business entity if:

- (1) the person owns 10% or more of its voting stock or shares or either 10% or more than \$5,000 of its fair market value; or
- (2) funds received from it exceed 10% of the person's gross income from the previous year; or
- (3) the person has an equitable interest in or legal ownership of real property with a fair market value of \$2,500 or more.

A local public official is also deemed to have a "substantial interest" if a person related to the official in the first degree of consanguinity or affinity as shown in Figure 1 has a substantial interest.

Section 573.022 of the Texas Government Code provides that an adopted child is considered to be a child of the adoptive parent for this purpose. Section 573.024 provides that the ending of a marriage by divorce or the death of a spouse ends relationships by affinity created by that marriage unless a child of that marriage is living, in which case the marriage is considered to continue as long as a child of that marriage lives.

1. Registrant Name.

Provide registrant's name as it appears on Registration Cover Sheet.

2. Total Pages of Activities Schedule D Filed.

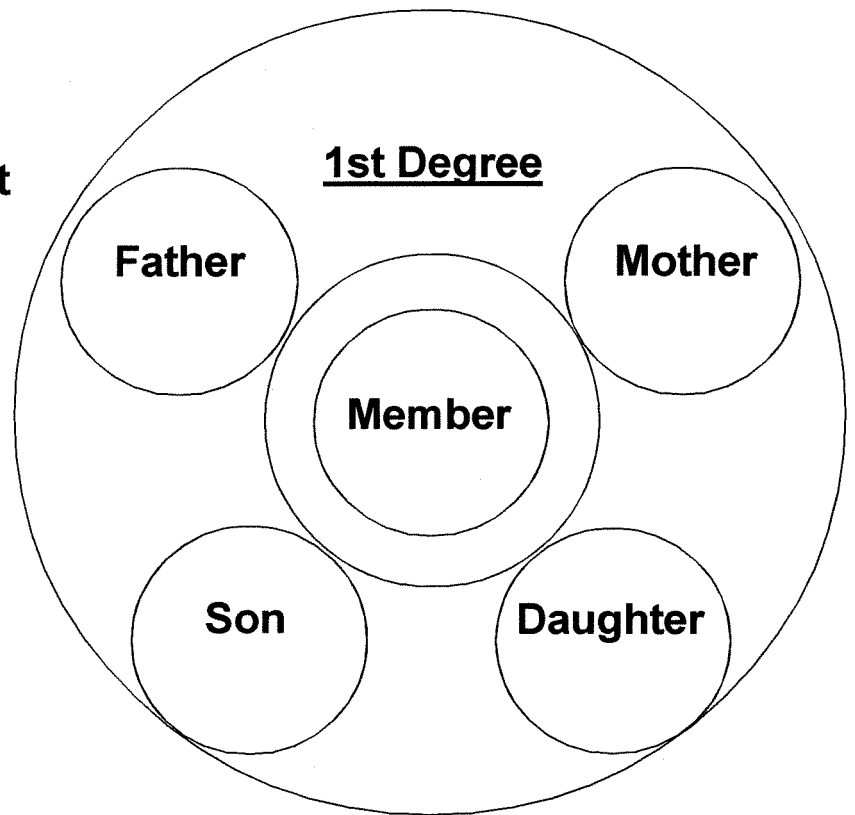
Attach additional copies of the Schedule D page as needed. After you have completed Schedule D, count the total number of pages of Schedule D and write that number in the blank provided. Number each of the pages.

3. Exchanges with Member's Business Entities.

List all exchanges with business entities of money, goods, services or anything of value of \$250 or more. Include all exchanges with entities you know or have reason to believe a member is a proprietor, partner, director, officer, manager, employer or employee or has a substantial interest.

Kinship

**Consanguinity Kinship Chart
(Blood)**



**Affinity Kinship Chart
(Marriage)**

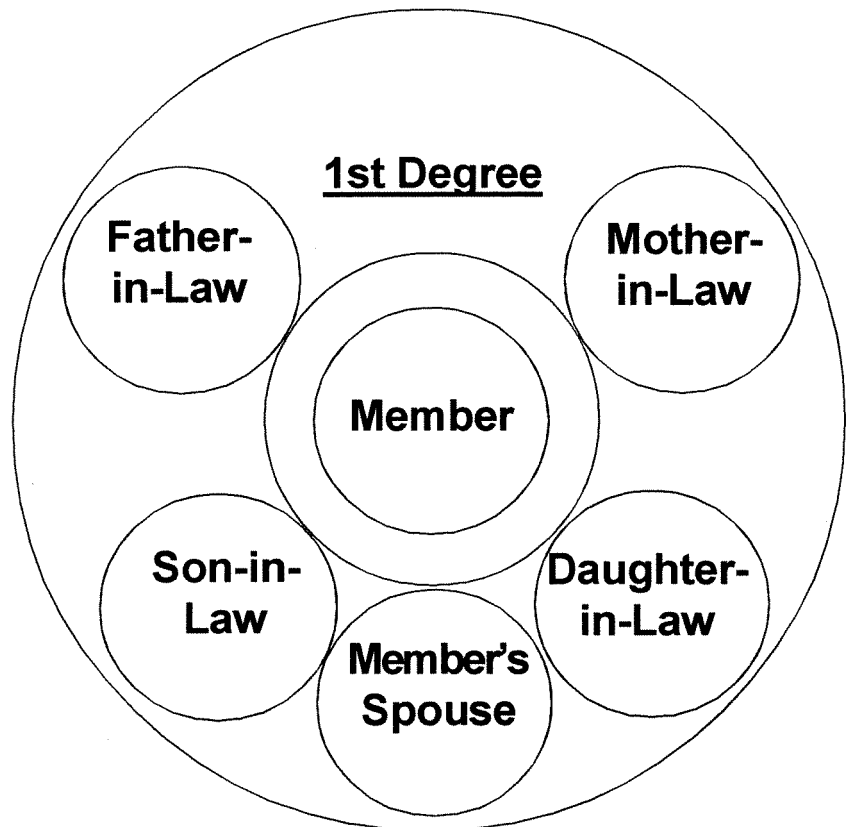


Figure 1

CITY OF HOUSTON LOBBY REGISTRATION FORM			REGISTRATION COVER SHEET
The City of Houston LOBBY REGISTRATION AND REPORTING INSTRUCTION GUIDE explains how to fill out this form.	1 NUMBER OF REGISTRATION SCHEDULE A's FILED WITH THIS COVER SHEET (1 FOR EACH CLIENT OR SUBJECT) _____ GRAND TOTAL PAGES FILED _____	Account # _____	
2 <input type="checkbox"/> ORIGINAL FILING <input type="checkbox"/> AMENDED FILING IF ORIGINAL FILING, IS REGISTRATION FEE OF \$20 ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO (PAYABLE TO CITY OF HOUSTON)			CITY SECRETARY'S USE ONLY
3 REGISTRANT NAME _____			DATE AND TIME FILED: _____, 19__, __.m.
4 REASON FOR REGISTRATION	EXPENDITURES OF \$200 OR MORE (OPERATIONAL OR TO BENEFIT A MEMBER, INCLUDING THOSE LESS THAN \$25)? <input type="checkbox"/> YES <input type="checkbox"/> NO	COMPENSATION OR REIMBURSEMENT OF \$200 OR MORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
			AMOUNT
			RECEIPT#
5 IS THE REGISTRANT AN INDIVIDUAL?	<input type="checkbox"/> YES <input type="checkbox"/> NO		DATE PROCESSED
6 REGISTRANT'S NORMAL BUSINESS			
7 REGISTRANT'S BUSINESS OR RESIDENCE ADDRESS	PERMANENT STREET ADDRESS; APT/SUITE #; CITY; STATE; ZIP CODE		
8 REGISTRANT'S MAILING ADDRESS <input type="checkbox"/> SAME AS BUSINESS OR RESIDENCE ADDRESS LISTED ABOVE	STREET ADDRESS/PO BOX; APT/SUITE #; CITY; STATE; ZIP CODE		
9 BUSINESS OR HOME PHONE (OPTIONAL)	AREA CODE NUMBER EXTENSION ()		
10 IS THE REGISTRANT A LOBBY FIRM EMPLOYEE? <input type="checkbox"/> No	<input type="checkbox"/> YES NAME OF FIRM _____ ADDRESS OF FIRM _____ PHONE NO. OF FIRM (OPTIONAL) _____		
11 SIGNATURE			
TO THE BEST OF MY KNOWLEDGE THE ACCOMPANYING DOCUMENT (INCLUDING ATTACHED SCHEDULES INDICATED ABOVE, IF ANY) IS TRUE AND CORRECT AND INCLUDES ALL INFORMATION TO BE REPORTED BY ME UNDER ARTICLE V, CHAPTER 18, CODE OF ORDINANCES, HOUSTON, TEXAS.			
AFFIX NOTARY STAMP ABOVE		SIGNATURE OF REGISTRANT _____	
SWORN TO AND SUBSCRIBED BEFORE ME, THE SAID _____, THIS THE _____ DAY OF _____, 19__, TO CERTIFY WHICH, WITNESS MY HAND AND SEAL OF OFFICE.			
SIGNATURE OF OFFICER ADMINISTERING OATH		PRINT NAME OF OFFICER ADMINISTERING OATH TITLE OF OFFICER ADMINISTERING OATH	
CHANGES IN INFORMATION. If any of the information provided in this Registration or Registration Schedule A changes, you must file a quarterly activity report showing the changed information between the 1st and 10th day of January, April, July, or October (whichever is sooner).			

CITY OF HOUSTON LOBBY REGISTRATION FORM— Registration Schedule A
ENTITY, EMPLOYER, OR OTHER PERSON REPRESENTED; SUBJECT MATTER
PART 1 — GENERAL INFORMATION

Use the INSTRUCTION GUIDE for assistance in filling out this form. Submit a separate Schedule A for each person you represent (including yourself, if applicable), or if none, for each subject matter advanced on behalf of your own personal interest.

1 Page ____ of ____ (TOTAL SCHEDULE A)
 IS THIS ORIGINAL FILING OR AMENDMENT?
☐ ORIGINAL ☐ AMENDED FILING

2 REGISTRANT NAME

3 REPRESENTING OWN PERSONAL INTEREST ONLY?
☐ YES ☐ NO

4 NAME OF ENTITY,
 EMPLOYER, OR OTHER
 PERSON REPRESENTED

5 ENTITY, EMPLOYER,
 OR OTHER PERSON'S
 MAILING ADDRESS

ADDRESS/PO BOX;

APT/SUITE #;

CITY;

STATE;

ZIP CODE

6 NATURE OF BUSINESS
 OR ORGANIZATION OF
 ENTITY, EMPLOYER
 OR OTHER PERSON
 REPRESENTED

PART 2*— COMPENSATION OR REIMBURSEMENT TO REGISTRANT

(\$200 OR MORE IN CURRENT CALENDAR QUARTER EXCLUDING OWN PERSONAL EXPENSES)

7 If PART 2 is not applicable, check box, and go to PART 3. ☐

8 NATURE OF
 COMPENSATION OR
 REIMBURSEMENT FOR
 LOBBYING

☐ Totally contingent on outcome

☐ Not contingent on outcome

☐ Partially contingent on outcome

9 STATUS OF
 COMPENSATION OR
 REIMBURSEMENT
 BEING REPORTED

☐ Already Paid

☐ Earned
 (but not received)

☐ Prospective

10 INDIVIDUAL
 REGISTERING FOR
 ENTITY

☐ YES

NAME OF ENTITY _____

ADDRESS OF ENTITY _____

PHONE NO. OF ENTITY _____

☐ NO

(OPTIONAL)

PART 3* — REGISTRANT EXPENDITURES TOTALING \$200 OR MORE IN CURRENT CALENDAR QUARTER (INCLUDING AMOUNTS UNDER \$25)

11 HAS REGISTRANT MADE EXPENDITURES OF \$200 OR MORE IN CALENDAR QUARTER, INCLUDING AMOUNTS UNDER \$25, TO INFLUENCE MUNICIPAL LEGISLATION OR ADMINISTRATIVE ACTION?

☐ YES ☐ NO

***IF NEITHER PART 2 NOR PART 3 IS APPLICABLE, REGISTRATION IS NOT REQUIRED.**

PART 4 - SUBJECT MATTER CATEGORIES

PAGE ____ OF ____ (TOTAL REGISTRATION SCHEDULE A)

12

- ☐ AMUSEMENTS/SPORTS
- ☐ ANIMALS
- ☐ ANNEXATION
- ☐ ARTS
- ☐ AUTOMOTIVE
DEALERS/STORAGE
- ☐ AVIATION
- ☐ BUILDING REGULATION
- ☐ BUSINESS/COMMERCE
- ☐ CEMETERIES
- ☐ CHARITABLE/NONPROFITS
- ☐ CITY AGENCIES, BOARDS,
COMMISSIONS
- ☐ CITY EMPLOYEES, OFFICERS,
SYMBOLS
- ☐ CITY FINANCES/INVESTMENTS
- ☐ CONTRACTS
- ☐ CRIME
- ☐ CRIMINAL PROCEDURES
- ☐ DANGEROUS BUILDINGS
- ☐ DEED RESTRICTIONS
- ☐ DISASTER
PREPAREDNESS/RELIEF
- ☐ ECONOMIC DEVELOPMENT
- ☐ EDUCATION
- ☐ ELECTIONS
- ☐ ENERGY
- ☐ ENVIRONMENT
- ☐ ETHICS
- ☐ FEES/NON-TAX REVENUE
- ☐ FIRE FIGHTERS

- ☐ FIRE SAFETY
- ☐ FLOOD PLAIN
- ☐ FRANCHISES
- ☐ GAMBLING
- ☐ GOOD WILL/HOSPITALITY
- ☐ GRANTS/LOANS
- ☐ HAZARDOUS WASTE
- ☐ HEALTH/HEALTH CARE
- ☐ HEALTH CARE PROVIDERS
- ☐ HISTORIC PRESERVATION
- ☐ HOUSING/COMMUNITY
DEVELOPMENT
- ☐ HUMAN SERVICES
- ☐ INSURANCE
- ☐ LABOR
- ☐ LAND USE
- ☐ LANDFILLS
- ☐ LAW ENFORCEMENT
- ☐ LIBRARIES
- ☐ LICENSES/PERMITS
- ☐ MINORS
- ☐ MOBILE HOMES
- ☐ MUNICIPAL COURTS
- ☐ NEIGHBORHOOD PROTECTION/
NUISANCES
- ☐ OCCUPATIONAL REGULATION
- ☐ OIL & GAS
- ☐ OPEN GOVERNMENT
- ☐ PARKS/RECREATION
- ☐ PERSONS WITH DISABILITIES
- ☐ PLANNING/DEVELOPMENT

- ☐ POLICE
- ☐ POLITICAL SUBDIVISIONS
- ☐ PRIVATIZATION
- ☐ PROPERTY ACQUISITION, SALES,
LEASING
- ☐ PUBLIC ACCESS TELEVISION
- ☐ PURCHASING
- ☐ REDEVELOPMENT (TIFS, PIDS,
TIRZ)
- ☐ RECYCLING
- ☐ REDISTRICTING
- ☐ RELIGION
- ☐ RETIREMENT SYSTEMS
- ☐ SAFETY
- ☐ SEXUALLY ORIENTED BUSINESS
- ☐ SIGNS
- ☐ SPECIAL DISTRICTS
- ☐ STREETS/SIDEWALKS
- ☐ TAXATION
- ☐ TOURISM
- ☐ TOW TRUCKS
- ☐ TRANSPORTATION
- ☐ TRASH/SOLID WASTE
- ☐ UTILITIES
- ☐ VEHICLES & TRAFFIC
- ☐ VEHICLES FOR HIRE
- ☐ WATER, WASTEWATER &
SEWERS
- ☐ OTHER _____

13 CONTRACT OR AGENDA ITEM NOS., DATE
OR OTHER DESIGNATION

- ☐ NOT APPLICABLE
- ☐ ADDITIONAL PAGES

DESIGNATION

DEPARTMENT OR OTHER DESIGNATION

_____	_____
_____	_____
_____	_____

CITY OF HOUSTON LOBBY ACTIVITIES REPORT**ACTIVITIES
Cover Sheet**

USE THE INSTRUCTION GUIDE FOR ASSISTANCE IN FILLING OUT THIS FORM.

1 AMENDED REGISTRATION ATTACHED?
☐ YES ☐ NO
 AMENDED REGISTRATION SCHEDULES FILED?
☐ YES ☐ NO
 CORRECTED LOBBY ACTIVITIES REPORT?
☐ YES ☐ NO
 NUMBER OF ACTIVITY
 SCHEDULES FILED: A _ B _ C _ D _
 PAGE _ OF _ (GRAND TOTAL FILED)

2 ACCOUNT #

3 REGISTRANT NAME

CITY SECRETARY'S USE ONLY

4 REPORT TYPE
(CHECK ONE)

☐ QUARTERLY ☐ FINAL (ATTACH TERMINATION FORM IF NOT ALREADY FILED)
 HAS INFORMATION ON ORIGINAL REGISTRATION CHANGED?
☐ NO ☐ YES (ATTACH AMENDED LOBBY REGISTRATION FORM)

5 REPORT DEADLINE
(CHECK ONE)

☐ JANUARY 10 ☐ APRIL 10
☐ JULY 10 ☐ OCTOBER 10

6 PERIOD COVERED 19 ____
☐ JAN. - MARCH
☐ APRIL - JUNE
☐ JULY - SEPT.
☐ OCT. - DEC.
 IF FINAL REPORT, GIVE ENDING
 DATE _____

BEGINNING MONTH / DAY / YEAR THROUGH ENDING
 MONTH / DAY / YEAR

DATE FILED:

DATE PROCESSED:

7 OPERATIONAL EXPENDITURES
 FOR DIRECT COMMUNICATION.
 (OTHER THAN BENEFITS
 REPORTED BELOW IN ITEMS 8
 AND 9), BROKEN DOWN INTO
 CATEGORIES SHOWN IN A AND
 B.

A. COMPENSATION/REIMBURSEMENT
 TO PERSONS OTHER THAN
 EMPLOYEES FOR PROFESSIONAL OR
 CONSULTING SERVICES
☐ NONE
☐ YES
 (ATTACH ACTIVITIES SCHEDULE B)

B. ADDITIONAL PROFESSIONAL EXPENSES FOR DIRECT COMMUNICATION
 (IF YES, ATTACH ACTIVITIES SCHEDULE B)

1. ADVERTISING ☐ NONE ☐ YES
 2. PUBLIC RELATIONS ☐ NONE ☐ YES
 3. CATERING ☐ NONE ☐ YES
 4. OTHER (LIST TYPE) ☐ NONE ☐ YES

☐ ADDITIONAL PAGES

8 EXPENDITURES, GIFTS AND HONORARIA TO BENEFIT A MEMBER
 (EXCLUDING THOSE FOR ATTENDANCE AT POLITICAL FUND-RAISERS OR
 CHARITY EVENTS)
☐ NONE

EXPENDITURES, GIFTS OR HONORARIA OF \$250 OR MORE (EXCLUDING THOSE FOR
 ATTENDANCE AT POLITICAL FUND-RAISERS OR CHARITY EVENTS):
☐ NONE ☐ YES (ATTACH ACTIVITIES SCHEDULE C)

9 EXPENDITURES, GIFTS OR HONORARIA TO BENEFIT A MEMBER, IF LESS THAN \$250 BUT MORE THAN \$25 (EXCLUDING THOSE FOR POLITICAL FUND-RAISERS AND
 CHARITY EVENTS)

☐ NONE ☐ YES (ATTACH ACTIVITIES SCHEDULE C)

10 INDIVIDUAL REPORTING FOR
ENTITY?

☐ YES
 YOUR NAME _____

☐ NO

IF YES

NAME OF ENTITY _____

ADDRESS OF ENTITY _____

PHONE NO. OF ENTITY _____
 (OPTIONAL) AREA CODE/ NUMBER /EXTENSION

11 SIGNATURE

TO THE BEST OF MY KNOWLEDGE THE ACCOMPANYING DOCUMENT IS TRUE AND CORRECT AND INCLUDES
 ALL INFORMATION TO BE REPORTED BY ME UNDER ARTICLE V, CHAPTER 18, CODE OF ORDINANCES,
 HOUSTON, TEXAS.

SIGNATURE OF REGISTRANT

AFFIX NOTARY STAMP ABOVE

SWORN TO AND SUBSCRIBED BEFORE ME, THE SAID _____, THIS THE ____ DAY OF _____, 19 ___, TO CERTIFY
 WHICH, WITNESS MY HAND AND SEAL OF OFFICE.

SIGNATURE OF OFFICER ADMINISTERING OATH

PRINT NAME OF OFFICER ADMINISTERING OATH

TITLE OF OFFICER ADMINISTERING OATH

Lobby Activities Schedule A

PAGE ____ OF ____ (GRAND TOTAL FILED)

SUBJECT MATTER CATEGORIES

- ☐ AMUSEMENTS/SPORTS
- ☐ ANIMALS
- ☐ ANNEXATION
- ☐ ARTS
- ☐ AUTOMOTIVE DEALERS/STORAGE
- ☐ AVIATION
- ☐ BUILDING REGULATION
- ☐ BUSINESS/COMMERCE
- ☐ CEMETERIES
- ☐ CHARITABLE/NONPROFITS
- ☐ CITY AGENCIES, BOARDS, COMMISSIONS
- ☐ CITY EMPLOYEES, OFFICERS, SYMBOLS
- ☐ CITY FINANCES/INVESTMENTS
- ☐ CONTRACTS
- ☐ CRIME
- ☐ CRIMINAL PROCEDURES
- ☐ DANGEROUS BUILDINGS
- ☐ DEED RESTRICTIONS
- ☐ DISASTER PREPAREDNESS/RELIEF
- ☐ ECONOMIC DEVELOPMENT
- ☐ EDUCATION
- ☐ ELECTIONS
- ☐ ENERGY
- ☐ ENVIRONMENT
- ☐ ETHICS
- ☐ FEES/NON-TAX REVENUE
- ☐ FIRE FIGHTERS

- ☐ FIRE SAFETY
- ☐ FLOOD PLAIN
- ☐ FRANCHISES
- ☐ GAMBLING
- ☐ GOOD WILL/HOSPITALITY
- ☐ GRANTS/LOANS
- ☐ HAZARDOUS WASTE
- ☐ HEALTH/HEALTH CARE
- ☐ HEALTH CARE PROVIDERS
- ☐ HISTORIC PRESERVATION
- ☐ HOUSING/COMMUNITY DEVELOPMENT
- ☐ HUMAN SERVICES
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- ☐ LAND USE
- ☐ LANDFILLS
- ☐ LAW ENFORCEMENT
- ☐ LIBRARIES
- ☐ LICENSES/PERMITS
- ☐ MINORS
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- ☐ MUNICIPAL COURTS
- ☐ NEIGHBORHOOD PROTECTION/NUISANCES
- ☐ OCCUPATIONAL REGULATION
- ☐ OIL & GAS
- ☐ OPEN GOVERNMENT
- ☐ PARKS/RECREATION
- ☐ PERSONS WITH DISABILITIES
- ☐ PLANNING/DEVELOPMENT

- ☐ POLICE
- ☐ POLITICAL SUBDIVISIONS
- ☐ PRIVATIZATION
- ☐ PROPERTY ACQUISITION, SALES, LEASING
- ☐ PUBLIC ACCESS TELEVISION
- ☐ PURCHASING
- ☐ REDEVELOPMENT (TIFS, PIDS, TIRZ)
- ☐ RECYCLING
- ☐ REDISTRICTING
- ☐ RELIGION
- ☐ RETIREMENT SYSTEMS
- ☐ SAFETY
- ☐ SEXUALLY ORIENTED BUSINESS
- ☐ SIGNS
- ☐ SPECIAL DISTRICTS
- ☐ STREETS/SIDEWALKS
- ☐ TAXATION
- ☐ TOURISM
- ☐ TOW TRUCKS
- ☐ TRANSPORTATION
- ☐ TRASH/SOLID WASTE
- ☐ UTILITIES
- ☐ VEHICLES & TRAFFIC
- ☐ VEHICLES FOR HIRE
- ☐ WATER, WASTEWATER & SEWERS
- ☐ OTHER _____

CONTRACT, AGENDA ITEM, DOCKET NOS. OR OTHER DESIGNATION

DESIGNATION

DEPARTMENT OR OTHER DESIGNATION

- ☐ NOT APPLICABLE
- ☐ ADDITIONAL PAGES

[illegible]

EXPENDITURES, GIFTS, AND HONORARIA TO BENEFIT A MEMBER

LOBBY ACTIVITIES SCHEDULE C

1 REGISTRANT NAME

2 PAGE _____ OF _____

3A ITEMIZED EXPENDITURES, GIFTS AND HONORARIA OF \$250 OR MORE TO BENEFIT A MEMBER (DO NOT INCLUDE THOSE FOR ATTENDANCE AT A POLITICAL FUNDRAISER OR CHARITY EVENTS.)

<u>DATE</u>	<u>BENEFICIARY</u>	<u>CIRCUMSTANCES OF TRANSACTION</u>	<u>AMOUNT</u>
-------------	--------------------	---	---------------

3B AGGREGATE OF INDIVIDUAL EXPENDITURES, GIFTS AND HONORARIA LESS THAN \$250 BUT MORE THAN \$25 TO BENEFIT A MEMBER (DO NOT INCLUDE THOSE FOR ATTENDANCE AT POLITICAL FUND-RAISERS OR CHARITY EVENTS)

BENEFICIARYAGGREGATE AMOUNT TO EACH BENEFICIARY

EXCHANGES WITH MEMBER'S BUSINESS ENTITIES

LOBBY ACTIVITIES SCHEDULE D

1 REGISTRANT NAME

2 PAGE _____ OF _____

3 EXCHANGES OF \$250 OR MORE WITH BUSINESS IN WHICH MEMBER IS OR MAY BE SUBSTANTIALLY INTERESTED UNDER CH. 171 TEXAS LOCAL GOVERNMENT CODE OR OF WHICH A MEMBER IS A PROPRIETOR, PARTNER, DIRECTOR, OFFICER, MANAGER, EMPLOYER OR EMPLOYEE

BUSINESS ENTITY
NAME AND ADDRESS

NAME OF
MEMBER

DATE

AMOUNT OF
EXCHANGE

NATURE OF
EXCHANGE

CITY OF HOUSTON LOBBY TERMINATION NOTICE

Account #

REGISTRANT NAME _____

CITY SECRETARY'S OFFICE USE ONLY

I, _____, A REGISTRANT UNDER ARTICLE V, CHAPTER 18 OF THE CODE OF ORDINANCES, HOUSTON, TEXAS, HEREBY STATE AS OF THE FILING OF THIS NOTICE I HAVE CEASED TO ENGAGE IN ALL ACTIVITIES REQUIRING REGISTRATION UNDER CHAPTER 18. I ACKNOWLEDGE THAT I AM REQUIRED TO FILE A LOBBY ACTIVITIES REPORT FOR ANY PERIOD DURING WHICH I WAS REGISTERED, ENGAGED IN REPORTABLE ACTIVITIES AND FOR WHICH I HAVE NOT ALREADY FILED SUCH REPORT.

SIGNATURE OF REGISTRANT _____

DATE FILED:

TITLE (IF ANY) _____

DATE PROCESSED:

SWORN TO AND SUBSCRIBED BEFORE ME, BY THE SAID _____, THIS THE ____ DAY OF _____, 19____, TO CERTIFY WHICH, WITNESS MY HAND AND SEAL OF OFFICE.

AFFIX NOTARY STAMP/SEAL BELOW

SIGNATURE OF OFFICER ADMINISTERING OATH

PRINT NAME OF OFFICER ADMINISTERING OATH

TITLE OF OFFICER ADMINISTERING OATH

BEFORE YOU TERMINATE YOUR LOBBY REGISTRATION

you should be aware of the following:

FINAL REPORT - A Final Lobby Activities Report must be filed at the time of filing this Termination Notice or by the next following quarterly reporting deadline. The final report should report all lobby activities from the day after the period covered by your last Lobby Activities Report through the termination date (the date the Lobby Termination Notice is filed with the Office of the City Secretary. (Sec. 18-77(b)).

Note: The ending date for the "Period Covered" on your Lobby Activities Report (question 6 on Activities Cover Sheet) should be the same as your termination date, the date the termination notice is filed.

TERMINATION NOTICE - A termination form should not be filed unless you have entirely ceased your lobby activity for the remaining portion of your current annual registration. You should not file this form if you have ceased lobbying for one employer or client but you continue to, or may, lobby on behalf of others during the remaining portion of your annual registration period.

EXPIRED REGISTRATION - All lobby registrations expire at midnight one year from the date of filing unless renewed or terminated at an earlier date. You are not required to file this form unless you want to terminate your registration before your registration expires.

SIGNATURE - The termination notice must be signed by the individual registrant as it appears on the Registration Form, or, if the registrant is a business, by a person whose actions legally bind the organization, such as the owner, an officer, or a director.

UNFILED REPORTS - Filing a termination form does not relieve you from your obligation to file any unfiled reports due.